U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin

ISSUE DATE: March 2. 2009   Recruiting Bulletin No. 23-09-D10-218
CLOSING DATE: March 13, 2009

INFORMATION TECHNOLOGY SPECIALIST   **SALARY RANGE:**
GG-2210-05/07/09/11/12   **GG-2210-05 $37,836 - $49,189**
                                                                      GG-2210-07 $45,194 - $58,753
                                                                      GG-2210-09 $53,234 - $69,204
  PROMOTION POTENTIAL: GG-12   **GG-2210-11 $59,453 - $77,284**
                                                                      GG-2210-12 $72,002 - $93,284

  NUMBER OF POSITIONS: Few

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A Appointment with a Not-To-Exceed date of
09/25/2010. May be extended beyond 09/25/2010 based on continuing work needs.

Duty Station: Philadelphia, PA

     AREA OF CONSIDERATION: Current census employees serving on an appointment of longer than one
     year (i.e., time-limited, indefinite, or competitive) appointment within the Philadelphia Region.

     Please note: All current employees on a less than one year appointment, such as an LCO employee must
     apply to the external posting.

DUTIES: Has responsibility for management and maintenance of the LAN in the Regional Census Center and the Local
Census Offices (LCOs). Manages the users of the system, creating and deleting users as appropriate, providing access
rights to applications, files, and system devices. Trouble-shoots problems and resolves them if possible; initiates problem
resolution procedures as necessary. May assist with installation of the LANs in the RCC and/or LCO's. Conducts
feasibility studies and recommends course of action. Reviews requirements of projects to determine objectives of the
program, concepts, nature of the unprocessed data, and processes required in support of the computer effort in order to
organize work processes and problems for computer solution. Oversees the creation of general utility routines and systems
and independently develops the more complex routines and detailed sequences of internal program logic by coding, testing
and debugging. Provides user training. Responsible for a full range of system administration/management of the
Division's NOVELL Netware office automation LAN administration/management of the Division's production system
environment.

QUALIFICATIONS:

Applicants must be 18 or older to be hired for the 2010 Census.

Applicants are responsible for insuring that the work experience described on the application submitted
clearly indicates experience related to this position. You may qualify based on education, experience or a
combination of both. To qualify based on education you MUST submit a copy of your college transcript.

GG-5: Experience: Applicant must have (3) three years of general experience equivalent to the next grade level that provided a basic knowledge of data processing functions and general management principles that enabled the applicant to understand the stages required to automate a work process**.**
Education: Four year course of study leading to a bachelor's degree with major study in computer science, information science, information system management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

GG-7: Experience: Applicant must have one year of specialized experience equivalent to the next lower grade in translating detailed logical steps developed by others into language codes that computers accept, operating computer consoles, scheduling the sequence of programs to be processed by computers, and preparing documentation on cost/benefit studies including summarizing the material and organizing it into logical fashion
 Education: One full year of graduate education or superior academic achievement with major study in computer science, information science, information system management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

GG-9: Experience: Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer requirements and techniques in carrying out project assignments which involve the development of minor modifications to parts of a system, analyzing the interrelationships of pertinent components of the system; planning the sequence of actions necessary to accomplish the assignment.
Education: Two full years of progressively higher level graduate study or a master's degree in one of the following majors: computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or another major which provided knowledge equivalent to major in a computer field.

GG-11: **Experience:** Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated knowledge of computer approaches, techniques, and requirements appropriate to an assigned computer application area, planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls, adapting guidelines or precedents to the needs of an assignment.
Education: Three full years of progressively higher-level graduate education leading to a Ph.D., or equivalent doctoral degree with major study in computer science, information science, information systems management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

GG-12: Experience: Applicant must have one year of specialized experience equivalent to the next lower grade that demonstrated accomplishment of computer project assignments that required a wide range of knowledge of computer requirements and techniques that include analyzing a number of alternative approaches in the process of advising management concerning major aspects of ADP system design such as system inter-relationship, operating mode, system software, and/or equipment configuration.
Education: No substitution of education for experience is permitted.

.
EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements.

TO BE CONSIDERED, APPLICANTS MUST SUBMIT A SEPARATE NARRATIVE RESPONSE ADDRESSING THE FOLLOWING:

1. Experience with system management responsibilities of a Local Area Network (LAN) connectivity and network operating systems.

2. Experience with the design, implementation, backup, security and contingency planning, resource allocation of disk and users, installation of LAN hardware and operating system software.

3. Experience using and supporting Novell's Netware 5.x and MicroSoft's Windows desktop operating system.

For further information contact Ernestine King Human Resources Specialist on 215-717-1028.

PAYMENT OF RELOCATION EXPENSES IS NOT AUTHORIZED.

HOW TO APPLY:

STEP 1: Submit a **SEPARATE** completed Optional Application for Federal Employment (OF-612), or a resume , **for EACH grade level for which you are applying** and a Declaration for Federal Employment, (OF-306). List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).

- Social Security number

- Country of citizenship (**this Federal job requires U.S. citizenship).**

- Veteran's Preference – Applicants claiming 10-point veteran's preference MUST submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 5-point veteran's preference must submit a DD-214 to receive preference.

- Highest Federal civilian grade held (if applicable)

- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.

- To qualify based on education, submit a copy of your college transcript, along with your application.

-Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.

- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

- Individuals with a disability may request reasonable accommodations by calling 800-877-8339.

STEP 2: **Submit your narrative responses to the Evaluation Criteria.**

STEP 3: **Submit completed application package (application or resume, responses to evaluation criteria, declaration of appointment, DD-214 (if applicable) to :**

U.S. Census Bureau
Philadelphia Regional Census Center
1234 Market Street, suite 340

Philadelphia, PA 19107
ATTN: Ernestine King, Human Resources Specialist

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate workloads.

- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined and jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

<div align="center">

**THE U.S. DEPARTMENT OF COMMERCE IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

</div>

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.